

FAQs – Frequently Asked Questions

General information about the project

What is the Erasmus+ programme?

Erasmus+ supports transnational partnerships among Education, Training, and Youth institutions and organisations to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe.

It also supports national efforts to modernise Education, Training, and Youth systems. In the field of Sport, it supports grassroots projects and cross-border challenges such as combating match-fixing, doping, violence and racism.

Erasmus+ brings together seven existing EU programmes in the fields of Education, Training, and Youth; and for the first time, provides support for Sport. As an integrated programme, Erasmus+ offers more opportunities for cooperation across the Education, Training, Youth, and Sport sectors and is easier to access than its predecessors, with simplified funding rules.

Which is my home institution?

If you are a student, your home institution is the institution where you are currently enrolled.

If you are a researcher, a teacher or a technical staff member, your home institution is the institution where you work.

Which is my host institution?

The host institution is the institution where you will develop your study/work programme within the framework of the MIND ICM24 project.

Eligibility

Can the Erasmus+ grant holders receive additional grants from other EU-funded programmes?

No, the Erasmus+ grant holders cannot receive more than one European grant at a time. In other words, the Erasmus+ grant holders who are already receiving a European grant cannot receive another kind of European financing. However, if the grant holder benefits from an additional support granted by a different entity programme or agency (for example: a grant from a national entity of the grant holder's home country and not Europe), they can benefit from both grants.

Can I be a MIND ICM24 grant holder more than once?

No. A scholarship holder can't be awarded more than one scholarship per project. Applications for different projects will be considered, as long as the maximum duration of the mobility, as foreseen in the Erasmus+ Guide, is respected:

- Students can go on mobility for a maximum of 12 months per study cycle;
- Staff members (teachers, researchers and administrative staff) can go on mobility for a maximum of 2 months.

However, please note:

- applications from candidates who have a pending scholarship within ICM mobility projects, by the time of the selection committee meeting of this call, will be immediately placed in reserve;

- candidates with previous ICM scholarships awarded, which were already implemented/used, will lose priority to candidates who never benefited from a scholarship within MIND ICM or other ICM projects, thus being placed in the reserve list.

I am a student/staff from an eligible country but I do not belong to any institution of the MIND ICM24 Project. Can I still apply?

No, only the students/staff from the institutions which are a part of one of the project's higher education institutions are eligible to apply for a MIND ICM24 scholarship.

I am a researcher working in one of the partner institutions. Can I apply?

Yes, researchers can apply as administrative or teaching staff (if the contract foresees also a teaching percentage). If they apply as teaching staff in case of selection they should guarantee a minimum of 8 teaching hours (for 5 days).

Do I need to speak the teaching language of the host institution?

The Portuguese partner institutions offer Programme/activities taught in English. However, it is advisable that the applicant attentively checks all the available information about the Faculty/Department to which they intend to apply to, especially regarding the specific linguistic requirements for each Programme. The applicant shall submit a proof of language proficiency if such document is required by the Faculty/Department/Programme. Failing to do so may result in the rejection of the application.

What are the minimum eligibility criteria?

The MIND ICM24 project offers grants only for exchange mobility. Full degree/degree-seeking mobility is not allowed under Erasmus+. As so, all the students must be registered in a HEI and enrolled in a study programme leading to a recognised degree or another recognised tertiary level qualification.

For **Undergraduate** studies, the student must have concluded at least the first year and be enrolled in the second year of higher education studies in order to be eligible to undertake an exchange period abroad.

For **Master** studies, the student must be enrolled in a master program (at the time of application and during the whole period of studies as an Erasmus+ grant holder).

For **Doctorate** studies, the student must be enrolled in a PhD program (at the time of application and during the whole period of studies as an Erasmus+ grant holder) and have a research plan.

For **researchers, academic and administrative staff**, the applicant must work at a partner institution of the project in order to be eligible to apply for a grant.

All applicants need to present a letter of support that proves their enrolment or contract with one of the partner institutions of the MIND ICM24 project in order to be considered eligible.

Application

Is there a minimum or maximum age in order to apply to the MIND ICM24 project?

Any person, regardless of their age, can apply.

Which application form shall I fill in?

You must fill in the online application form. Only the application forms duly submitted online **within the established deadline**, through the project's official webpage will be accepted by the MIND consortium.

The MIND consortium will not accept applications in paper format (originals sent by post) nor applications sent by email.

All applicants must create a username and a password through the project's page in order to access the online application form.

All mandatory documents for the application must also be uploaded online through the application form.

For security reasons, the applicant's session is active for a limited amount of time and it expires if you spend some time without taking any kind of action. Therefore, we advise you to frequently save the application form you are filling in by clicking the "Save" button at the end of each section.

Any mistake during this procedure is the applicant's entire responsibility and may result in their immediate exclusion from the application process.

If my home institution does not issue official documents in English, can I attach them in another language?

All documents must be submitted in English. Exceptionally, the Coordinating Institution can consider supporting documents in Portuguese, French and Spanish (only for incoming candidates). If the home institution does not issue official documents in English (or any of the other languages), the documents in the given language must be submitted accompanied by a certified translation into English by the contact person of the home institution or by another authorised entity/person.

When filling in the application form, shall I define straight away the study/work/research programme I intend to develop?

In the case of 1st or 2nd and 3rd cycle (undergraduate, master and PhD) exchanges, applicants must define when applying which programme they intend to undertake. It is important to take into consideration the demanded requirements by the host Faculty/Department/Programme

namely academic records, prior instruction, course objectives, teaching language and all criteria that can determine the application's success.

Applicants must ensure that their home institution will grant full academic recognition of the studies undertaken abroad.

In the case of researchers, academic/administrative staff exchange, applicants must define straight away their main goals and objectives, mentioning the kind of work they want to develop considering the Project's main goals:

- Active participation in teaching/daily life office activities;
- Research activities that may involve joint research projects;
- Implementation of new cooperation activities such as bilateral agreements for mobility implementation, joint co-supervision agreements, joint supervision of master/PhD thesis (...);
- Participation in seminars, workshops on relevant topics for the cooperation of both universities;
- Development of joint curricula (e.g. creation of double or joint degrees);
- Expansion/creation of local and regional management and organisational structures, namely IOs, research groups, etc.;
- Implementation of tools to allow a more dynamic academic structure of HEIs benefiting from the Bologna Process and the wide EU experience;
- Create synergies with the EU higher education system through the use of ECTS, Diploma Supplement, among others.

What does the support by the home institution mean?

The support from the home institution can be translated into the issuing of a support letter by a professor from the institution with which the applicant has a formal link. In the students' case (1st, 2nd and 3rd cycle – Undergraduate, Master, PhD), it is highly advisable that this letter is issued by the responsible person for granting the academic recognition at the home institution.

For staff this document should guarantee the department has no objection to the application presented.

Do I need a support letter from my home/host institution in order to submit my application?

Submitting a letter of support from the **home** institution is **mandatory** for all applicants so that the application is considered eligible. Not submitting a letter of support from the home institution together with the application may determine failure to comply with the formal requirements of the application and will result in its immediate exclusion.

[The Letter of Support from the home institution does not guarantee that the proposal will be validated/selected.](#)

I am not presently enrolled in any Programme at my home institution. Can I still apply?

No. 1st, 2nd and 3rd cycle applicants must be mandatorily enrolled in a Bachelor/Master/Doctoral programme at their home institution at the moment of application. This enrolment must be confirmed by submitting (uploading) an official document issued by the applicant's home institution. The non-submission of this document implies the immediate exclusion of the application.

In case of selection, researchers, academic and administrative staff must work at one of the partner institutions at the moment of application and throughout the mobility period. This link must be confirmed through the submission (upload) of an official document issued by the applicant's home institution. The non-submission of this document implies the immediate exclusion of the application.

Who will validate my application?

Your application will be validated by your home institution. The home institution will analyse the eligibility of the application considering the criteria defined by the Erasmus+ Programme and its internal regulation and will verify if all the mandatory documents were duly uploaded.



Please note that “validation” is not exclusively validation of the eligibility of the study/work contract as in cases where, despite being eligible from the point of view of the study/contractual link, the home institution considers that the proposal is not suitable (e.g., due to suitability or timing reasons, strategic relevance of the proposal, etc.).

In these cases (non-validated), the proposals will not enter the evaluation phase.

Who will evaluate my application?

Your application will be evaluated by the host Faculty/Department/Programme you choose in your application form. Your application will be evaluated by a group of experts and the selection will be made taking into account the final evaluation awarded by them. The entire evaluation process is done online through a system developed by the U.Porto.

What are the evaluation criteria?

The evaluation of the application in qualitative terms is based on very specific criteria, such as:

- Very good/excellent academic results in the field of study/research;
- Applicant's academic potential;
- Exchange proposal impact at individual, institutional and regional levels;
- Level of language proficiency in order to successfully complete the proposed exchange;
- Motivation;
- Recommendations;
- Work/research experience and professional qualification;
- Submitted proposal in the fields of study considered as a priority by the project/countries/partners;

- Cross-cutting related issues (gender balance, home/host HEIs balance, newcomers, being part of a vulnerable group).

These criteria ensure the transparency of the selection process and equal treatment for all.

How will the applicants be selected?

The selection process is constituted by the following stages:

Validation of applications by the applicant's home institution. This validation implies:

- Careful analysis of all the information given by the applicant in the application form;
- Check that the applicant fulfils the general eligibility requirements defined by the Erasmus+ Programme;
- Verification that the applicant fulfils the internally established requirements by the home institution for the exchange;
- Verification of the host institution's required documents and their veracity and accuracy;
- Verification that the applicant has not submitted several applications (in this case, only the last one will be considered);
- Careful analysis of the application's relevance and content;
- Support of the home institution regarding the exchange proposal;

2. **Evaluation, analysis and acceptance**, by the host Faculty/Department/Programme, of the validated applications. This process implies:

- Careful analysis of all the information given by the applicant in the application form;
- Confirmation that the applicant fulfils the general eligibility requirements defined by the Erasmus+ Programme;
- Confirmation that the applicant fulfils the internally established requirements by the home institution for the exchange;
- The host institution will check if all required documents are presented;
- Verification of number of previous mobilities;
- The Coordinating Institution will consider valid only the last application and delete other applications from the same candidate;
- Support of the host institution regarding the exchange proposal.

Can I send my application by mail, fax or e-mail?

No. All applications must be submitted online through the [project's website](#). Under no circumstance any other kind of application (post, fax, letter or in person) will be accepted.

I do not have all the documents required by the application. Can I finish my application?

No. The application form can only be duly submitted after all the required information is duly filled in and all the required documents are duly uploaded. Any mistake made by the applicant when filling in the application form or the lack of any mandatory document will result in the immediate exclusion of the application.

If the applicant scans a wrong or blank document in a way that the system allows the submission of the application form, the partnership will immediately invalidate the submitted application and it will immediately be excluded from the application process.

I forgot my password. How do I recover it?

If you have forgotten your password, you must access the project's webpage and click the ["Forgot your password?"](#) link in that section. A new password will be sent to you automatically. Please make sure you have provided the correct e-mail address in the application form, given that the new password can only be provided through e-mail.

I applied in a previous MIND call and I am now in reserve list. Can I use the same username and password?

No. You have to create a new login for each new application process. The application process to different calls and projects are independent from each other.

Academic issues

Am I going to receive a diploma from the host institution at the end of my exchange period?

No. All students (1st, 2nd and 3rd cycle – Undergraduate, Master, PhD grant holders) will have the exchange period recognised by their home institution. The home institution will be the one issuing the diploma, since the studies will be concluded when back at the home institution. The U.Porto has determined that a Declaration of Participation will be issued at the end of the exchange and such document will be sent to all grant holders.

Which Programme and/or activities can I choose to enrol at a host institution?

The academic offer is available on the project's website for INcoming students. It is highly advisable that applicants consult the academic offer of the Portuguese institution(s) they are applying to and contact the respective Faculty/Department/Programme before filling in/submitted the application form.

I am a researcher or teaching staff. If I undertake an exchange period of one week + 2 days, what is the minimum number of teaching hours I must provide?

In case the exchange lasts more than one week, the teaching hours must be proportional to the duration of that week. For example, if you stay at the host institution for one week + 2 days, you must teach for 8 hours + approximately 3 hours. However, the scholarship will not be increased as the maximum amount awarded in this project is 5 working days.

What are the consequences of not fulfilling the scholarship goals (e.g., failing a subject or not completing the programmed activities)?

At the end of the exchange period, all grant holders will receive a Transcript of Records detailing the achieved results. All students must obtain a positive mark in all the subjects/activities contemplated in their study programme. In case these criteria are not fulfilled, the MIND consortium will consult the Portuguese National Agency and the Coordinator's Legal Department in order to identify the procedures to be followed that may result in the return of the scholarship.

The researchers, academic and administrative staff must comply with the programme. Failing to do so may result in the return of the scholarship.

Financial support

What kind of financial support will I receive if I am selected?

The MIND ICM24 project provides the following financial support to the grant holders:

- Monthly allowance for students or a *per diem* amount for staff (the amount will depend on the mobility's direction);
- Round trip plane ticket between the grant holder's home city and the host country;
- Health, accident and travel insurance valid during the entire mobility period.

What is my scholarship amount? Can I receive more money according to the home country?

The European Commission has defined the following amounts:

Student mobility (Studies SMS)

Origin	Monthly allowance
Portuguese Institutions' participants (OUT)	700 EUR/month
Partner Institutions' participants (IN)	850 EUR/month

Staff mobility (Researchers, Academic and Administrative Staff) – Exchange periods with the duration of 7 days (5 working days + 2 travel days)

Amount *per diem*

- From Portuguese Institutions to partner institutions: 190 EUR
- From partner institutions to Portuguese Institutions: 170 EUR

The duration of the scholarship depends on the participant's country/region of destination/origin:

Region/Type of scholarship	Undergraduate, Master, PhD students	Researchers, Academic and Administrative Staff
Western Balkans (IN and OUT)	150 days (5 months)	5 days (+ 2 travel days)
Neighbourhood East, Central Asia and Latin America (IN and OUT)	120 days (4 months)	5 days (+ 2 travel days)

Am I eligible for a top-up for fewer opportunity students?

There is extra support (250 EUR/month) for students who show proof of vulnerability.

This is only applicable to students from Armenia (Region 2).

The criteria are the following (in no specific order):

- **Disabilities:** This includes physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder someone's full and effective participation in society on the same footing as others;
- **Health problems:** Barriers may result from health issues, including severe illnesses, chronic diseases, or any other physical or mental health-related situation that prevents someone from participating in the programme;
- **Social barriers:** Social adjustment difficulties such as limited social competencies, anti-social or high-risk behaviours, (former) offenders, (former) drug or alcohol abusers, or social marginalisation may represent a barrier. Other social barriers can stem from family circumstances, for instance being the first in the family to access higher education or being a parent (especially a single parent), a caregiver, a breadwinner or an orphan, or having lived or currently living in institutional care;
- **Economic barriers:** Economic disadvantages like a low standard of living, low income, learners who need to work to support themselves, dependence on the social welfare system, long-term unemployment, precarious situations or poverty, being homeless, in debt or with financial problems, etc., may represent a barrier. Other difficulties may derive from the limited transferability of services (in particular support to people with fewer opportunities) that need to be "mobile" together with the participants when going to a far place or, all the more, abroad;

- **Barriers linked to discrimination:** Barriers can occur as a result of discrimination linked to gender, age, ethnicity, religion, beliefs, sexual orientation, disability, or intersectional factors (a combination of two or several of the mentioned discrimination barriers);
- **Geographical barriers:** Living in remote or rural areas, on small islands or in peripheral/outermost regions, in urban suburbs, in less serviced areas (limited public transport, poor facilities) or less developed areas in third countries, etc., may constitute a barrier;
- **Barriers linked to education and training systems:** Individuals struggling to perform in education and training systems for various reasons, early school-leavers, NEETs (people not in education, employment or training) and low-skilled adults may face barriers. Although other factors may play a role, these educational difficulties, while possibly linked to personal circumstances, mostly result from educational systems which create structural limitations and/or do not fully take into account the individual's particular needs. Individuals can also face barriers to participation when the structure of curricula makes it difficult to undertake a learning or training mobility abroad as part of their studies;
- **Cultural differences:** While cultural differences may be perceived as barriers by people from any background, they can particularly affect people with fewer opportunities. Such differences may represent significant barriers to learning in general, all the more for people with a migrant or refugee background – including but not limited to newly-arrived migrants, people belonging to a national or ethnic minority, sign language users, or people with linguistic adaptation and cultural inclusion difficulties. Being exposed to foreign languages and cultural differences when taking part in any kind of programme activities may put some individuals off and, in a way, limit the benefits of their participation. Such cultural differences may even prevent potential participants from applying for support through the programme, thereby representing an entry barrier altogether.

The full list defined in the Erasmus+ Programme Guide will be available for consultation on the website.

As a staff can I also benefit from a top-up for fewer opportunities?

No. This extra support is only available for students. Staff can, however, benefit from priority in the selection (in case of very similar scores among candidates) should they present documents that prove they fall under any of the conditions mentioned in the E+ Programme Guide.

Will I need to pay tuition fees?

Since you are undertaking an exchange mobility period, no tuition fees will be applied to your period of studies. You will be required to pay your regular tuition fees (if applicable) at your home institution.

How long does it take to receive the scholarship?

Students will receive the scholarship if all the compulsory documents are presented in the MIND ICM24 platform after their arrival to the host country and if they provide their bank account details (European/SEPA system). The scholarship will take **at least 10 working days to be transferred after signing the scholarship contract**. Outgoing students have to present the Statement of Period of Studies signed by the host institution.

Incoming staff will receive the scholarship if all the compulsory documents are presented in the MIND ICM24 platform at least one month before their arrival. The scholarship will be paid upon arrival at the host Institution.

Outgoing staff will receive the scholarship after presenting all the compulsory documents and signing the scholarship contract.

What does “travel distance” stand for and how is it calculated?

The "travel distance" represents the **linear distance** between the city where the university of origin and the city where the host university is located. This is calculated automatically by a [website](#) indicated by the European Commission and cannot be subject to any change. The financial support allocated to the "travel distance" is the maximum allowed by the Erasmus+

Programme and is intended to contribute to the round trip back between the home and host institutions. In the event that the assigned value is insufficient to pay for the desired trip, the grantee must find other funding sources.

The travel budget within the framework of the MIND ICM24 project will be distributed as follows:

Travel distance	Amount
Between 100 and 499 km	211 EUR per participant
Between 500 and 1999 km	309 EUR per participant
Between 2000 and 2999 km	395 EUR per participant
Between 3000 and 3999 km	580 EUR per participant
Between 4000 and 7999 km	1188 EUR per participant
8000 km or more	1735 EUR per participant

Participants will be responsible for buying their own flight tickets. The University of Porto will transfer the amount corresponding to the travel distance (see table above) to the participant’s bank account (for students) or issue a cheque (for staff) after the signature of the scholarship contract on arrival. For this, the e-ticket and learning agreement/work plan needs to be uploaded into the MIND ICM24 platform at least one month before arrival.

When purchasing the tickets, the dates of mobility established with U.Porto must be respected. The **arrival** must be at least **one day before** the start of the mobility period and the **return** to the country of origin, **one day after** the last day of the mobility period.

The flights are between the same city as the home institution (or the nearest airport) and the same city as the host institution, both for inbound and outbound flights. Tickets should be uploaded to the MIND ICM24 platform in advance.

Am I going to benefit from medical assistance during my exchange period (health insurance)?

Every selected applicant will receive a health, accident and travel insurance valid during the entire mobility period provided by the MIND Consortium after submitting the required documents. Participants are responsible for checking if the insurance is active and the information in their policy is valid. In case they do not receive their insurance policy they should inform the Coordinator immediately.

Mobility flows: preparation and implementation

How and when shall be required for the issuing of my visa?

The selected applicants must apply for a visa at the nearest Embassy/Consulate in their home country or in the closest country where there is a diplomatic representation of the country where they will undertake the exchange period. It is mandatory that grant holders contact the Embassy/Consulate of the host country **immediately** after receiving the project's notification confirming the effective selection for a MIND ICM24 grant, given that the visa can take up to 3 months to be issued.

Grant holders must have all the mandatory documents for the visa application as soon as possible, by contacting all the entities responsible for the issuing of those documents. Any obstacle found in the gathering of those documents must be immediately reported to the coordination, which will support the applicant in all the necessary procedures.

Which services and support will I have at my host institution?

One of the partner institutions' main responsibilities is to provide the grant holder with all the necessary support in all the stages of the exchange period, namely:

- Documents for visa issuing;
- Support in the search for accommodation;
- Support in the opening of a bank account (when applicable);
- Integration activities;
- Language courses;
- Monitoring actions and mobility quality assessment;
- Provide adequate work/study/research conditions;
- Inform about the host country's cost of life and culture.

Naturally, the support given by each partner institution regarding the above-mentioned aspects may differ from institution to institution. As so, it is advisable that applicants consult the academic offers and webpages of each one of the institutions they wish to apply to beforehand.

If there is any doubt regarding the information provided, applicants must directly contact the institution which they are interested to go to.

When do I have to undertake my exchange period?

Preferably all students must start their exchange period in the academic year following their selection. However, in duly justified cases, the date can be postponed for the following semester.

The academic and administrative staff exchanges (including researchers) can start at any moment upon the selection of applicants is published and whenever all the mandatory documents (work programme, visa if applicable, travel, and insurance) are duly taken care of. All exchanges must end at least one week before the project's ending date (31/07/2027)

What is the procedure and what warranties can I have regarding accommodation in the host city?

There are no guarantees regarding accommodation. All grant holders must find suitable accommodation upon their arrival at the host institution. All partner institutions will provide the necessary support to grant holders regarding the process of finding an accommodation. We remind all grant holders that the specific support given by partner institutions may differ from institution to institution and from country to country.

Can I start and/or finish my mobility flow on a different date from the initially agreed date?

No. The change of starting and/or finishing dates of the exchange implies a substantial change in all the documents agreed upon and signed at the beginning of the exchange period. Additionally, the Scholarship Contract includes very clear information on the consequences of a reduction (for example: due to the anticipated conclusion of the exchange period). These severe consequences may result in the partial/full return of the scholarship, depending on the motives which lead to the change of the exchange dates.

In case I have to return any amount overpaid to me, when must I return the money?

Every grantee is responsible for any refund due to the MIND Consortium. As soon as the MIND Consortium informs the grantee about this need, the scholarship holder must follow the procedures indicated by the MIND ICM24 Management Team at the U.Porto and respect the deadlines established to proceed with the payment of the amount due.

Legal action will be taken in case the grantees do not follow procedures and guidelines set by the MIND Consortium on this matter.

What does “force majeure” stand for?

Force majeure, according to the EACEA definition, is an unpredicted or exceptional event or situation, beyond one's control, that prevents from accomplishing the demands within the MIND ICM24 project, despite all the diligences. Malfunctioning of materials or equipment, delays, labour disagreements, strikes or financial difficulties cannot be considered as force majeure.